

State of Hawaii

Job Description **Assistant Houseparent for the Deaf and Blind**

(Position Description, Class Specification & Minimum Qualification Requirements)

All Positions

HE-3

3.590

Function and Location

This position works in the dormitory of a center/school for elementary and secondary students who are deaf, deaf/blind, or blind with multiple disabilities. The position serves in an adjunct capacity to higher level Houseparents and is responsible for tending to the physical care and supervision of the students on a shift and for the upkeep and maintenance of the dormitory. The position also assists in carrying out individual and group activities to enhance the students' social and emotional development. The position may be required to work on shifts, including evenings, and weekends and holidays.

Positions at this level work under the direction and presence of a higher level houseparent (e.g., full performance Houseparent, Head Houseparent, or the Administrator of the Center).

Key Duties and Responsibilities

1. Supervise and assist students in their personal care and grooming and in carrying out their household chores.
2. Perform a variety of housekeeping chores.
3. Assist students at mealtime and encourage proper behavior and habits.
4. Help students in understanding homework assignments.
5. Supervise students in their non-school time.
6. Use American Sign Language to communicate with deaf students.
7. Give medication in accordance with instructions from the nurse and physicians, as appropriate. Take a student's temperature if the student appears ill and contact head houseparent, nurse or others, as necessary.
8. Prepare students for bedtime.

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9. Read logs and medical reports and follow up on instructions.
10. Make inspections, check on attendance and well-being of students.
11. Assist in the implementation of recreational and other special activities (e.g., football, bicycling, crafts, shopping, etc.).
12. Write reports and maintain logs, as appropriate.
13. Guide and direct students in safety practices.
14. Follow emergency procedures in accordance with the dormitory manual in the event of a fire/disaster, power outage, medical emergency, etc. Maintain a log and write incident reports.

Other Duties

In addition to the key duties and responsibilities, this position may be assigned to:

Accompany students from site to site, including escorting them to/from their home islands; perform basic first aid and CPR, as necessary; attend staff meetings, as appropriate; and perform other related duties as assigned.

Knowledge and Abilities used in Performing Key Duties

Knowledge of the policies, procedures and work rules of the work site. Demonstrated proficiency in the application of all of the knowledge and abilities, specified below, in providing services to the clientele of the work site, independently.

Controls Exercised over the Work

A full performance Houseparent or Head Houseparent provides general direction to the position. Supervision may also be received from the Administrator of the Center.

Instructions Provided: Work is performed in accordance with established work

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schedules, policies and procedures.

Assistance Provided: The Head Houseparent or the Administrator of the Center will provide guidance and assistance in handling unusual situations or when clarification in handling a situation is needed.

Review of Work: Work is periodically reviewed by the supervisor and the Administrator to ensure proper adherence to policies and procedures and the provision of safety.

Prerequisite Qualifications Required

Experience and Essential Knowledge and Abilities: Applicants must demonstrate proficiency in American Sign Language; and possess knowledge of basic spoken and written English; personal hygiene; and housekeeping; and the ability to understand and follow oral, signed, and/or written instructions; read, write, speak and understand simple sentences in English; deal effectively with students; effectively interact with students who are deaf, deaf/blind, or blind with multiple disabilities, and supervise their personal and household routines; perform a variety of housekeeping chores; and keep and prepare simple records and reports.

Physical Requirements: All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

Sensory: Distinguish the color, size and shape of various medications; and read typewritten and/or handwritten material.
Coordination and Dexterity: Communicate utilizing American Sign Language; assist children with multiple disabilities perform personal care routines; and a variety of housekeeping tasks.
Strength and Stamina: Lift and carry students with multiple physical disabilities.
Mobility: Keep up with and chase after active children.

Desirable Qualifications: Post-secondary course work in child development; introductory course work in special education; basic American Sign Language course work for credit;

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experience working with children and/or handicapped individuals.

JOB DESCRIPTION ESTABLISHED: May 1, 2000